

SENIOR OFFSET EQUIPMENT OPERATOR

Class Definition

Under general supervision, performs duties related to the operation of offset presses and reprographic equipment in the City's central reproduction service; may provide lead direction to subordinate staff.

Distinguishing Characteristics

Senior Offset Equipment Operator is the advanced working/lead level class in the Offset Equipment Operator series. The incumbent is required to be fully trained in all procedures related to the operation of offset printing equipment and may provide lead direction to subordinate staff in the work unit, including assigning and monitoring work. This class differs from Offset Equipment Operator in that incumbents of the latter perform journey level work in the operation of offset printing equipment and do not provide lead direction to others.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Provides lead direction to subordinate staff in the Central Printing Section.

Schedules and assigns printing work; reviews the work produced by Print Shop staff in order to maintain quality.

Serves as liaison between the Central Printing Section and user departments in the City.

Works with outside vendors to obtain printing services for City departments which the Central Printing Section is unable to provide.

Maintains an inventory control system for all offset chemicals, paper stock, and related supplies.

Provides technical assistance and training to assigned staff in proper set-up and adjustments in the operation of all equipment.

Operates offset presses in reproducing forms, budgets, reports, pamphlets, and a variety of other printed materials.

Prepares photographic negatives by opaqueing and stripping; burns and develops metal and acetate plates; operates camera to enlarge or reduce sizes of forms; and prepares paper plates for printing.

Operates and maintains power drill, automated collator, folder, and power cutter.

Binds forms, reports, and similar items by use of appropriate processes.

Cleans, maintains, and makes minor repairs to offset printing equipment.

Performs related duties as required.

Knowledge, Abilities, and Skills

Considerable knowledge of the operation and basic maintenance requirements of offset presses and related equipment.

Considerable knowledge of a variety of uses for offset press machinery and other printing equipment and of the various types of material and processes appropriate to them.

Considerable knowledge of the papers, inks, and other supplies used in duplicating, especially the weights, types and uses of papers.

Knowledge of multi-color offset process printing.

Ability to edit and proof read copy.

Ability to train, plan, and schedule the work of employees.

Ability to follow detailed written and oral instructions.

Ability to keep simple records and to prepare reports.

Skill in the operation and care of printing and related equipment.

Minimum Qualifications

Two years of experience equivalent to that gained as an Offset Equipment Operator with the City of Fresno.

Necessary Special Requirement

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____
Director of Personnel

DATE: _____